

Job Posting Title

Sr Analyst/Independent Referencer

Effective Date

03/16/2011

Reference Code

E-90130194

Additional Information

\$92,000.00 - \$112,000.00

Job Title

Sr Analyst/Independent Referencer (1)

Company

Amtrak

Department

OIG

Project

The Office of Inspector General (OIG) strives to provide Amtrak employees, its customers, the public and the Congress with the highest quality service and programs through vigilance, timely action, accuracy, and an overall commitment to excellence across the broad range of OIG responsibilities.

Tasks

SUMMARY OF DUTIES: The Sr Analyst/ Independent Referencer is responsible for the final review of audit and evaluation reports to ensure that reports are properly cross-referenced and indexed, and that all information is supported by the project documentation and working papers. The Sr Analyst/Independent Referencer ensures that the evidence included in reports is accurate, sufficient, and reasonable and does not contain any errors in logic or reasoning. The incumbent will also conduct independent reviews of OIG reports to support the quality control process by: 1) Tracing each statement of fact, number, date, proper name, title or quotation (in text, tables and figures) in a report back to the supporting documentation to verify that they are accurately reported; 2) Verifying that calculations are correct, including formulas used in the reports; 3) Checking for consistency in the use of names, abbreviations, acronyms, and headings in reports; and 4) Ensuring that adequate evidence is

present to support the report's findings, conclusions, and recommendations and that the conclusions flow logically from the supporting information.

Requirements

EDUCATION: Bachelor's degree in Accounting, Finance, Public Administration or other field related to program and/or operational analysis, or an equivalent combination of education, experience and training. Preferred: Master's degree in Accounting, Finance, Public Administration or other field related to program and/or operational analysis.

WORK EXPERIENCE: A minimum of five years auditing or evaluation experience in conducting performance audits and reviews using Generally Accepted Government Auditing Standards. Understanding of and ability to appropriately apply Generally Accepted Government Auditing Standards (GAGAS) and other audit procedures and policies to ensure high-quality reports. Experience with TeamMate Audit Management/Electronic Workpaper System.

PREFERRED WORK EXPERIENCE: Extensive experience in the accountability community, particularly an Office of the Inspector General or the Government Accountability Office.

COMMUNICATION AND INTERPERSONAL SKILLS: Strong written and verbal communication skills; Strong editing skills; Ability to provide clear and constructive feedback; Ability to persuade and negotiate with others on work products, recommendations and suggestions; Ability to handle multiple projects at the same time; Excellent analytical and reasoning skills.

TRAVEL: No

Contract Type

Regular

Location

10 G

City

Washington